

Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedures and benefit information. Suggestions on content may be sent to the Personnel Department in PC 220

3. "New Employee Orientation"

Bay Vista Campus

Wednesday March 24, 1982 9:00 a.m. - 11:50 a.m. TC Room 333B

Tamiami

Friday, March 26, 1982 9:00 a.m. - 11:50 a.m. PC Room 521.

To confirm your attendance at either of these excellent programs, please call Mrs. Mary Jo Crosby -554-2534.

FIU-IRA (Individual Retirement Account)

YOU CAN NOW HAVE A PAYROLL DEDUCTION FOR AN IRA because our credit union will begin offering IRA's this month.
The credit union's IRA should be high-

yielding because it will be indexed to the yield on ninety (90) day Treasury (T) bills. As a special incentive the rate will be 3% over the 90-day T Bills through June 30, 1982.
For more information you can visit the

Tamiami Office of the Credit Union, PC Building, Room 106 or call 554-2499. The office is open every weekday except Wednesday from 10:30 a.m. to 4:00 p.m.

RESERVE YOUR SPACE NOW!

(PLEASE OBSERVE DEADLINES AND CONFIRM ATTENDANCE)

1. "Managing Time Effectively" A brand-new seminar for Secretarial/Clerical employees. Join Us:

Bay Vista Campus

Tuesday, March 9, 1982 1:15 p.m. (sharp) - 4:00 p.m. TC Room 333B

Tamiami Campus

Thursday, March 11, 1982 9:00 a.m. - 12:00 noon UH Room 210

Confirm your attendance by March 5, 1982.

2. "Controller's Office Travel Seminar" This is a seminar for travelers as well as for those who have the responsibility for completing all necessary travel documentation.

Bay Vista Campus

Tuesday, March 16, 1982 9:30 a.m. (sharp) - 11:55 a.m. TC Room 333B

Tamiami Campus

Tuesday March 23, 1982 9:15 a.m. (sharp) - 11:55 a.m. UH Room 150 Confirm attendance by March 12-BVC and by March 18th-Tamiami.

1982 GUIDE TO SOCIAL SECURITY

If you desire information about Social Security benefits or guidelines, please feel free to call or visit the Tamiami Personnel Office.

Ask about the "Meidinger Guide to Social Security." This is an easy-to-understand booklet with tables showing what kind of benefits exist and who may receive them. These benefits include retirement benefits (early and late), disability benefits, survivor benefits, medicare and more. more information please contact Mrs. Sharon Stroemer, 554-2530.

BUT HOW DO YOU LOOK NOW???

In 1980, FIU published its first Faculty and Staff Handbook. Since that time, the University has experienced numerous changes and growth in certain areas.

Now, we are ready to reflect these things in an updated version of the handbook.

As you know, at one time or another this book will be in the hand of various audiences - new employees, candidates for positions of faculty and staff, organizational consultants, and others. Because of this, we want to display the most we can as best we can. The image of your organization can be affected by what we display; therefore, we are providing you the opport-

unity, up front, to help.
You may help by calling or sending suggestions concerning the design of the (continued)

cover or contents - the layout, the typeset, the topics and information to include, exclude or alter.

Please contact Gene Pugh, Training Manager, at 554-2576 or Personnel Relations, PC Room 220. Your ideas for the '82-'84 publication will be accepted until April 30, 1982.

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TRY FOR AS MUCH MONEY AS YOU CAN

The State Awards program provides an excellent opportunity for Career Service employees to make constructive changes in the operation of the University (and State of Florida), and for you to receive a reward for any good idea suggested and adopted by the State.

The amount of the award is based upon the anticipated tangible monetary savings for one year or upon the tangible values of the suggestion.

Your ideas need not be elaborate. However they should be constructive, complete and practical. For example, the most recent cash reward of \$110. was awarded to Mr. Alex Zyne, formerly Print Shop Supervisor, and presently, Budget Analyst. Our congratulations to Alex for suggesting that an Electric Power Saving Thermostat for single stage air conditioning and heating units be installed in State agencies. This unit permits air conditioning units to automatically shut themselves off during non-working hours.

Should you be in doubt or desire assistance in processing a suggestion, either discuss it with your supervisor or contact Ms. Barbara Schulze, Chairperson of the University Awards Committee, Ext. 2161.

PERSONNEL CHANGES IN DEPARTMENT OF PERSONNEL AFFIRMATIVE ACTION

Mrs. Elizabeth Ramos Darde, Personnel Technician II in Classification and Pay, is now the Personnel Technician III in charge the Classification and Pay Section.

Mrs. Faye Cribbs, formerly Secretary IV in Personnel Services, is now Staff Assistant to the Director of University Personnel Relations/Affirmative Action.

Both of these changes were effective on

February 12, 1982. We heartily congratulate these ladies for their fine achievements.

CREDIT GIVEN

The article, "Your Designated Beneficiary", that appeared in the February 1982 issue of the Personnel Touch was written by the Division of Retirement, Research, Education and Policy Section. We missed giving you that information with the article.

A BENEFIT FOR YOU!

The Continental National Bank of Miami, has three (3) branches in Miami. The most recent one is now open for business at 300 S. W. 107 Avenue.

They are offering numerous benefits to FIU employees who open accounts there. Among these benefits are: Free checks, free check-ing services, free money orders/ cashier's checks, and convenient banking hours including 24 hour money machines and open bank on Saturdays. Fliers on these and other benefits and services will be distributed on payday in the near future.

In the meantime if you desire further information, you may contact Ms. Hildelisa (Toby) Cordovez, Assistant Branch Manager, at 551-9600 or visit the bank.

CALENDAR

March 9

MARCH 1982

- March 5 . Sign On Deadline for Next Pay Day . Pay Day
 - . Time Management Seminar (Bay Vista)
 - . CWS & OPS Time Cards Due
- March 10 . Career Service Senate Meeting (Bay Vista Campus)
- March 11 . Time Management Seminar (Tamiami)
- March 16 . Travel Seminar (Bay Vista)
- March 17 . Personnel Action Forms must reach Personnel Department for employees to receive pay on April 16th.
 Career Service Senate (Tamiami)
- . Career Service Time Cards Due March 18
- , Sign-On Deadline for next Pay March 19 Day & Pay Day
- . Travel Seminar (Tamiami CWS & OPS Time Cards Due March 23
- March 24 . New Employee Orientation (Bay Vista)

- . Career Service Senate Meeting (Bay Vista)
- March 26 . New Employee Orientation (Tamiami)